

**SEWANEE: THE UNIVERSITY OF THE SOUTH
RESIDENTIAL LIFE STAFF**

Proctor Job Description

The position of a University Proctor is both an honor and a great responsibility. Proctors are student members of the administration who work under the supervision of the Dean of Students and the Director of Residential Life. They help to create a civil and respectful residential environment that enhances students' academic experiences. Proctors act as a resource for all residents, promote educational and social programs in their residence halls, enforce college policies, oversee the Assistant Proctors, and serve as leaders throughout the campus community.

QUALIFICATIONS

1. A full-time student in good academic standing with the College during the entire period of appointment. (Proctors should have a grade point average of at least 2.25 for the preceding two semesters.)
2. Proctors must be a junior or senior when they assume their responsibilities.
3. Proctors must have lived in a residential hall at the University of the South at least one semester of the year prior to appointment.
4. Proctors must be in good standing for conduct at the time of appointment and maintain a good conduct record throughout the duration of the appointment period.
5. Proctors must demonstrate effective oral and written communication skills.

BENEFITS

1. Excellent opportunities to develop leadership and organizational skills.
2. Proctors will receive full room remission for the 2008-2009 academic year.
3. Second year proctors will receive an additional \$150 stipend per semester.
4. Gownsmen status at the University.
5. Guaranteed single room.
6. Exemption from bicycle and vehicle registration fees.

TERMS OF APPOINTMENT

1. Participation in the spring retreats for the 2007-2008 Residential Life Staff scheduled for April 11-12, 2008.
2. Must return approximately twelve days prior to the beginning of the Advent semester for Proctor and Assistant Proctor dorm staff training.
3. Must return one day prior to the opening of the college for the Easter semester for a Proctor mini-retreat. Proctors must remain on campus until Monday, May 12, 2008 to assist with closing down the residence halls after graduation.
4. Proctors should be willing to accept a residential assignment anywhere on campus, although Proctors' preferences will be taken into consideration during the placement process.
5. Must assist with the new student orientation program. Proctors must be present in their buildings during the entire day first year students move in and help as needed throughout the formal orientation period.
6. Must assist in the opening and closing of the residence halls at the beginning and end of each semester and for designated University holidays in which residence halls are closed.
7. Must attend weekly Proctor meetings. Meetings are held Sunday evenings at 8:00 p.m.

8. Must maintain a high profile in the residence hall and be accessible to students. The Head Proctors, Director of Residential Life, or the Assistant Dean of Students should be notified in advance of extended absences from the residential hall. (Proctor absences are contingent upon adequate coverage in the residence hall).
9. Proctors are responsible for dorm duty, maintenance requests, and dorm programming.
10. Proctor responsibilities should not restrict students' participation in other college activities. Proctors should, however, plan other extra-curricular activities with dorm responsibilities and meeting obligations in mind.
11. Appointment is contingent upon satisfactory evaluations and can be reviewed at anytime. Proctors may be relieved of their duties for serious violations of college policy.
12. Participation in on-going staff training and development during the term of appointment is required.
13. Attendance is required at all formal University events such as Convocations and Founder's Day.

GENERAL GOALS AND RESPONSIBILITIES

1. Proctors must spend adequate time in their residential hall in order to become well acquainted with all residents and be available to serve the needs of residents.
2. Proctors should strive to create a healthy atmosphere for living and studying in their residential hall. In keeping with this goal, Proctors must enforce college policies including quiet hour rules and the rules governing alcohol, drugs, and tobacco.
3. As a representative of the College, a Proctor will explain College policy, policy changes, and provide students with a broader perspective regarding the reasons behind policies.
4. A Proctor is responsible for communicating to the Head Proctors, Head Assistant Proctors, Director of Residential Life, and/or the Asst. Dean of Students any serious or potentially serious problems of their residents.

SPECIFIC ADMINISTRATIVE RESPONSIBILITIES

1. Proctors will assist with completing Room Condition Reports at the beginning and end of the school year; they are also responsible for distribution and collection of room condition forms and student room keys.
2. Proctors will hold residential staff meetings weekly, as a means of improving communication among the Proctors, Head Resident, and Assistant Proctors.
3. A certain amount of a Proctor's time will be devoted to dorm maintenance--reporting damages (small and large), and assuming continued responsibility for the upkeep of the students' rooms and dormitory common areas.
4. Proctors also conduct campus-wide elections and usher at the 10:30 church services and other special services at All Saints' including Convocations, Lessons and Carols, Baccalaureate, and Commencement.
5. Proctors in residence halls without a Head Resident will do fire safety inspections of all rooms and common areas twice per semester.